



City of South Bend

Vacancy Announcement

Post Date: Wednesday, June 11, 2014

Closing Date: Until Filled

TECHNICAL STAGE MANAGER

Category: Full Time/Exempt/Non-Bargaining

Department: Morris Performing Arts Center

Reports To: Facility Operations Manager

Shift: 8:00 AM-5:00 PM, Monday-Friday; often required to work evenings or weekends.

Position: SUMMARY

Is part of the Morris complex management team and is responsible for advancing and coordinating all technical requirements for booked stage events and is the facility contact for event production crews. Responsible for the maintenance of all staging and house equipment including, but not limited to, stage platforms, rigging systems, lighting, sound, orchestra shell, auditorium seating, etc. The Technical Stage Manager is the Morris' administrative liaison with the local I.A.T.S.E. union stage crew. Responsible for training stagehands in the proper use and handling of all Morris owned stage equipment. Perform skilled labor tasks such as carpentry, plumbing, electrical, stage setting, and other general maintenance work.

SUPERVISION EXERCISED

Responsible for overseeing union staff and other outside contractors while on premises

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Primary facility contact for event production staff regarding technical requirements.
- Expedites event technical rider requirements.
- On site Morris stage representative/ administration liaison for all booked events.
- Responsible for the general maintenance of all technical, backstage and dressing room areas.
- Maintains Morris stage equipment including lighting instruments, rigging, softgoods, lighting and sound consoles, etc.
- Maintains inventories of all stage equipment and stage production supplies.
- Organizes and executes Morris stage equipment training and safety programs.
- Approves stagehand (IATSE) invoice(s) per event and provides copies of same together with other technical event expenses to the Director of Financial Services for the Morris.
- Assists with monitoring facility HVAC computer controls and equipment.
- Assists with minor repairs and general maintenance of overall facility equipment.

QUALIFICATIONS

Position requires a detail oriented individual with strong organizational skills; familiarity with electrically and manually operated stage and sound equipment; and knowledge of methods, materials, tools and practices required for the repair and maintenance of equipment. Familiarity regarding planning, layout and setup of touring sound and lighting systems is required. The Technical Stage Manager should be familiar with a basic budgeting process. The ability to work independently, understand, follow and transmit written and oral instructions is required. The ability to use tools and equipment properly and safely is required.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in technical theatre / production technology or related field.
- Minimum of three to five years in increasingly responsible theater positions, preferably in a performing arts facility or auditorium is required.
- Touring experience and/or professional concert and Broadway production experience is a plus.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must have knowledge of Microsoft Office, Outlook, and general lighting console programming.
- The ability to analyze situations and/ or problems that may arise and to provide remedies within a timely manner is necessary for this position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- Certification in stage rigging would be a plus.

LANGUAGE SKILLS

Creative thinking, problem solving, time management, ability to prioritize, listening skills, attention to detail, sense of humor, persistence, strong multi-tasking skills and sound decision making. Must possess exceptional communication, both verbal and written. Persuasive writing and speaking are essential. Must work well in a team environment. Ability to read and comprehend simple and advanced instructions, deal memos, correspondence and in-house memos. Ability to provide excellent customer service, as needed, which includes the ability to remain calm, professional and respectful with staff and guests.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and stand for long periods of time. Normal talking and hearing abilities, with or without remedial medical equipment, are necessary. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required in this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate; noise levels may increase greatly depending on activities or events in the facility.

WORK ENVIRONMENT

Work is performed in the production office, backstage and various areas of the complex. The employee, in the normal course of business, will be subjected to outside weather conditions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment drug screen required